Symbols

{Enter Your Name}

{Enter your class name}

{Enter your instructor’s name}

When the *Word* AutoCorrect feature is turned on, you can insert certain symbols in your document using the keyboard. Try creating symbols by keying the characters shown below. You will need to search your keyboard for each character. If a character you want to key appears at the top of a key, hold down the shift key to key that character.

If your symbols do not appear, the AutoCorrect feature may have been turned off. To turn on AutoCorrect, click the **Office** button, then click **Word Options**. In the Word Options dialog box, click **Proofing**, then click **AutoCorrect Options**. On the AutoCorrect tab, select the **Replace text as you type** check box. Click **OK**.

Good luck!

**Type To Create**

(c) ©

(r) ®

(tm) ™

:-| 😐

:-( ☹

--> 🡪

<-- 🡨

<== 🡸

==> 🡺